

DUPLICATING MACHINE OPERATOR SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
2865	Duplicating Machine Operator I	04	661	6 mo.	03/30/90
2866	Duplicating Machine Operator II	04	661	6 mo.	03/30/90
2867	Duplicating Machine Operator III	04	661	6 mo.	03/30/90

Promotional Line: 139

Series Narrative

Employees in this series perform and/or supervise operations involving duplicating processes in a duplicating service.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Duplicating Machine Operator I **2865**

Employees at this level perform routine operations involved in less complicated duplicating processes in a duplicating service. They work under the direct supervision of a designated supervisor.

A Duplicating Machine Operator I typically--

1. operates duplicating machines on a volume production basis
2. assists in the operation of machines involving more complex duplicating processes
3. operates auxiliary equipment
4. cleans, oils, and cares for machines
5. adjusts and makes minor repairs on machinery in the area assigned
6. prepares machines to carry out the operations as required by the jobs assigned
7. maintains records, inventories, and files
8. performs related duties as assigned

Level II: Duplicating Machine Operator II **2866**

Employees at this level perform operations involved in complex duplicating processes in a duplicating service. They work under the general supervision of a designated supervisor.

A Duplicating Machine Operator II typically--

1. operates all types of duplicating machines and auxiliary equipment on volume production basis

2. cleans, oils, and cares for machines
3. adjusts and makes minor repairs on machinery in the area assigned
4. prepares machines to carry out the operations as required by the jobs as assigned
5. maintains records, inventories, and files
6. plans, assigns, directs, supervises, reviews, and inspects the work of a small duplicating services operation or of a major unit within a large duplicating services area
7. confers with various departmental representatives concerning the most suitable methods of duplication to meet their particular requirements
8. trains and supervises operators of lower rank as assigned
9. performs related duties as assigned

Level III: Duplicating Machine Operator III

2867

Employees at this level direct, and/or lead, and assign work to duplicating machine operators and other assigned personnel in a duplicating service; and perform skilled work in complex duplicating processes. They work under general supervision from a designated supervisor.

A Duplicating Machine Operator III typically--

1. performs all duties relative to, and normally required in, lower levels of duplicating service operations
2. trains and supervises duplicating machine operators and assigned clerical held
3. initiates and institutes work procedures and establishes standards of performance
4. performs related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Duplicating Machine Operator I

2865

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

none

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge and mental development equivalent to that required for graduation from high school
2. ability to understand and follow oral and written instructions

3. arithmetic ability
4. mechanical aptitude
5. ability to operate equipment safely

Level II: Duplicating Machine Operator II

2866

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. one year of experience in the operation of duplicating machines which involved complex duplicating processes

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of maintenance standards for duplicating equipment
2. knowledge of materials used in duplicating processes
3. knowledge and mental development equivalent to that required for graduation from high school
4. mechanical aptitude

Level III: Duplicating Machine Operator III

2867

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. three years of experience in the operation of duplicating machines which involved complex duplicating processes

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of maintenance standards for duplicating equipment
2. knowledge of materials used in duplicating processes
3. knowledge and mental development equivalent to that required for graduation from high school
4. supervisory ability
5. mechanical aptitude

Duplicating Machine Operator I
 Duplicating Machine Operator II
 Duplicating Machine Operator III

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